



OFFICE OF THE ASSESSOR

CAREER TRANSFER OPPORTUNITY



*Valuing People
and Property*

**RESTRICTED TO PERMANENT EMPLOYEES OF
LOS ANGELES COUNTY**

INTERMEDIATE CLERK

The Office of the Assessor is seeking a highly energetic, responsible, and self-motivated individual to fill a vacancy in the Facilities Unit of the Management Services Division of the Assessor's Office. This position requires a person who can efficiently multi-task and provide quality customer service. This position will work closely with the current mailroom clerk and reports to an Administrative Services Manager I. Examples of duties include, but are not limited to:

- Assist with the sorting, delivery, and pick up of mail at the Hall of Administration.
- Assist with the processing of large-volume mail jobs utilizing the mail inserter machine.
- Assist with the coordination of outsourced mail jobs.
- Process outgoing mail using the small mail machine.
- Ensure postage is applied accurately; maintains a daily record of postage usage and request funds when needed.
- Prepare mail count for presort vendor.
- Accept and process certified mail.
- Provide information to requesting divisions regarding distributions, mail outs, and post office requirements for outgoing mail as needed.
- Report service requests for mail machines as needed.
- Travel to and from the U.S. Post Office as needed.
- Maintain the mailroom free of any debris to ensure compliance with safety regulations.

Requirements: Must be permanent employees of Los Angeles County, currently holding the payroll title of Intermediate Clerk.

Who to Contact: Individuals interested in being interviewed for a lateral transfer should submit a cover letter and resume detailing relevant training and experience, copies of their last two performance evaluations, and their last two (2) years of attendance records by **Wednesday, July 30, 2014**. All documents should be submitted to:

Alejandra Hinojosa
Los Angeles County Assessor
500 W. Temple Street, Room 350
Los Angeles, CA 90012
Phone: (213) 974-3161
ahinojosa@assessor.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

**THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE
EXAMINATION**